



Town of Harpswell
Planning Office
263 Mountain Road
P.O. Box 39
Harpswell, ME 04079

PLANNING BOARD APPLICATION

Dear Applicant:

Welcome to the Town of Harpswell Planning Board process.

The Planning Board is established in accordance with the Town of Harpswell's Basic Land Use Ordinance § 12.2. All decisions reached by the Planning Board are in accordance with and governed by the Town of Harpswell's ordinances. Copies of all ordinances are available on line at www.harpswell.maine.gov or at the Town Office. It is recommended that you familiarize yourself with the requirements and standards of the Town's ordinances as applicable to your application review.

The regular meeting date of the Harpswell Planning Board is the 3rd Wednesday of each month. A complete application must be submitted to the Planning Office **NO later than three weeks prior to the next meeting**. The proper application fee must accompany the application.

Attached is the Planning Board application packet. Please use the checklist or refer to the ordinances as you prepare your application to determine completeness. You are encouraged to schedule a meeting with the Town Planner to discuss your proposal two months prior to submitting an application to the Planning Board. The Town Planner will be able to assist you in determining what type of application you need to submit, identify submittal materials required and answer any questions you may have. The Town Planner may be reached at (207) 833-5771.

A site visit (on property) will be scheduled the Thursday prior to the regularly scheduled Planning Board meeting. If this Thursday is a holiday, the site visit will be the Monday before the meeting. Applicant/owners and abutters are invited to attend the site visit and the meeting.



Town of Harpswell Planning Board Application

Project # _____
Map# _____ Lot# _____

Name of Applicant:	_____		
Mailing Address:	_____	City or Town:	_____
State:	_____	Zip:	_____ Telephone: _____
E-mail Address:	_____		

Name of Property Owner:	_____		
Mailing Address:	_____	City or Town:	_____
State:	_____	Zip:	_____ Telephone: _____
E-mail Address:	_____		

Name of Representative: (If applicable)	_____		
Mailing Address:	_____	City or Town:	_____
State:	_____	Zip:	_____ Telephone: _____
E-mail Address:	_____		

The undersigned requests that the Planning Board consider the following:

Subject Property(s): Tax Map: _____ Lot: _____ (and) Tax Map: _____ Lot: _____

Physical Address(es) or Location: _____

Zoning District: (Circle all that apply) INT ▪ SR ▪ SB ▪ CF1 ▪ CF11 ▪ RP ▪ Other

- | | |
|---|---|
| <input type="checkbox"/> 1. Site Plan Review (see Site Plan Review Ordinance §14 for submission requirements)
<input type="checkbox"/> Pre-Application Review
<input type="checkbox"/> Plan Submission
<input type="checkbox"/> Amendment | <input type="checkbox"/> 2. Subdivision Review (see Subdivision Ordinance §8 for submission requirements)
<input type="checkbox"/> Pre-Application Review
<input type="checkbox"/> Preliminary Plan Submission
<input type="checkbox"/> Final Plan Submission
<input type="checkbox"/> Amendment |
|---|---|
- ☐ 3. **Approval of Land Use in the Shoreland Zone** (see Table 1 in Shoreland Zoning Ordinance)
(See attached checklist for submission requirements.)
- ☐ 4. **Reconstruction of Nonconforming Structure** (See Sec. 10.3.2 of Basic Land Use Ordinance) **OR Exemption for Nonconforming Foundation** (See Sec. 10.3.1.2 of Basic Land Use Ordinance) (See attached checklist for requirements)
- ☐ 5. **Wharf Approval** (Land Use Application, Deed and Sketch must accompany this request.)
- ☐ 6. **Other:** _____

Signature of Applicant: _____ Date: _____

Office Use Only	Fee Paid: <input type="checkbox"/> Planning Board <input type="checkbox"/> Site Plan Review <input type="checkbox"/> Staff Review <input type="checkbox"/> Subdivision \$ _____
	Escrow Fee: \$ _____ Received by: _____

BASIC PLANNING BOARD APPLICATION REQUIREMENTS

A complete application to the Planning Board consists of 10 copies of the following documentation (*Note: For Site Plan and Subdivision applications please refer to the applicable ordinance(s)*): **This is not all encompassing. Please see relevant ordinances.**

1. ☐ Planning Board Application
2. ☐ Receipt of Fees – (circle one) *Planning Board – Site Plan – Staff Review - Subdivision*
3. ☐ Land Use Application
4. ☐ **Existing** Conditions Site Plan to include the following information: (site plan drawn to scale)
 - ☐ Required setbacks for the edge of all boundaries (Building Envelope)
 - ☐ Zoning District Lines
 - ☐ North Arrow
 - ☐ Footprints and dimensions of all structures
 - ☐ Impermeable surface areas: includes all buildings, drives, parking areas etc.
 - ☐ High water line
 - ☐ Septic system location
 - ☐ Well location(s)
 - ☐ Square footage of lot
 - ☐ Abutting Roads
 - ☐ Road right-of-way widths if applicable
 - ☐ Amount of frontage if applicable
 - If applicable:
 - ☐ Wetlands
 - ☐ Streams, ponds, etc.
 - ☐ USGS contours of 2ft (5 ft waiver, 20ft for basic application)
 - ☐ Erosion Control Plan
 - ☐ FEMA 100 yr floodplain line
5. ☐ **Proposed** Conditions Site Plan to show the following information:
 - ☐ All elements as required above and any changes thereof
6. ☐ Erosion control plan
7. ☐ Written description of proposed project/activity
8. ☐ Planning Board Signature Block
9. ☐ Stormwater Management Plan
10. ☐ Septic Plans (Subsurface Wastewater Design)
11. ☐ Letter of authorization if applicable
12. ☐ Copy of any applications or permits from other agencies (MDOT, LOMA, DEP etc.)
13. ☐ Letter of financial and technical capacity
14. ☐ Copy of letter to Maine Historic Preservation Commission
15. ☐ Applicant's right, title or interest in the property (usually a copy of the deed)

Reviewed for Completion by:

Signature

Date

Codes: ☐ Site Plan ☐ Staff Review ☐ Land Use in SLZ ☐ Wharf ☐ N/C Structure ☐ Other



Town of Harpswell

P.O. Box 39

Harpswell, ME 04079

EFFECTIVE RATES AS OF January 1, 2022

Land Use/Building Applications*

*Structures	\$50.00 plus \$.45 per ft ²
*Structures under 100 square feet and NO utilities	\$25.00
*Non-conforming structure	\$75.00 additional
*Permit renewal	50% of original permit fee
*Planning Board Jurisdictional Review	\$100.00
(Required for relocation, reconstruction or replacement of Nonconforming structures)	\$100.00 additional if full Planning Board Review is required

Blasting Permit Application (300 cubic yards or less)	\$50.00
Blasting Permit Application (300 cubic yards or more)*	\$250.00 (includes planning board application fee)
*Planning Board application and approval required	
Flood Hazard Development Permit Application*	\$50.00
*Required if development is within FEMA designated floodplain	

Wharf Application	\$350.00 + \$70 for advertisement (includes flood permit app. fee)
Sign Permit Application	\$25.00
Internal Plumbing	\$12.00/fixture, minimum \$48.00
Septic (Complete system)*	\$265.00
*If a Variance Request is required	\$30.00 additional

Individual components and non-complete system charges vary by application type. Please see the Code Enforcement Office for more information.

Planning Board Application	\$200.00
Site Plan Review	\$200.00 Application Fee PLUS: \$50.00 (Size < 500 ft ²) \$250.00 (500-20,000 ft ²) \$500.00 (Size > 20,000 ft ²)
Jurisdictional Review (+ \$100.00 additional if Planning Board takes Jurisdiction over application)	\$100.00
Site Plan Review for Commercial Wharves (ONLY)	\$200.00 – No additional ft ² fee
Staff Review Committee or PB Minor Amendment	\$75.00
Subdivision Application	\$200.00 Application Fee PLUS: \$175.00 per Lot PLUS \$100.00 per Lot or dwelling unit into trust account.
Minor Subdivision Revisions (Revisions to lot boundaries, etc.)	\$200.00 Application Fee
Board of Appeals – Variance (Appeals an Ordinance provision)	\$270.00
Board of Appeals – Administrative (Appeals a decision)	\$200.00*
*Revised 10/18/07 by Selectmen. Successful applicants will have this fee refunded.	

Mobile Food Cart Vendor Fees*	\$50.00 Application Fee PLUS:
*License Fees double if approved for use on Town property	\$250.00 Season License
	\$100.00 Event License
	\$50.00 One Day License

WORK BEGUN WITHOUT A VALID PERMIT IS SUBJECT TO TRIPLE THE NORMAL FEE, WITH A MINIMUM CHARGE OF \$250.00

2022 APPLICATION DEADLINES

PLANNING BOARD

Note: In the case of inclement weather and the meeting is cancelled, the meeting will be postponed to the following Tuesday at 6:30 pm

<u>PLANNING BOARD – 6:30 PM</u>		<u>STAFF REVIEW – 2:00 PM</u>	
<u>MEETING DATE</u>	<u>PAPERWORK DEADLINE</u>	<u>MEETING DATE</u>	<u>PAPERWORK DEADLINE</u>
January 5, 2022	** WORKSHOP **		
January 19	December 29, 2021	January 5, 2022	December 15, 2021
February 2	** WORKSHOP **	February 2	January 12
February 16	January 26	March 2	February 12
March 2	** WORKSHOP **	April 6	March 16
March 16	February 23	May 4	April 13
April 20	March 30	June 1	May 11
May 18	April 27	July 6	June 15
June 15	May 25	August 3	July 13
July 20	June 29	September 7	August 17
August 17	July 27	October 5	September 14
September 21	August 31	November 2	October 12
October 19	September 28	December 7	November 16
November 2	** WORKSHOP **		
November 16	October 26		
December 7	** WORKSHOP **		
December 21	November 30		

BOARD OF APPEALS

Note: In the case of inclement weather and the meeting is cancelled, the meeting will be postponed to the following Tuesday at 6:30 pm

<u>MEETING DATE – 6:30 PM</u>	<u>PAPERWORK DEADLINE</u>
January 26, 2022	January 5, 2022
February 23	February 2
March 23	March 2
April 27	April 6
May 25	May 4
June 22	June 1
July 27	July 6
August 24	August 3
September 28	September 7
October 26	October 5
November 23	November 2
December 21	November 30